



**DEFENSE LOGISTICS AGENCY**  
**THE DEFENSE CONTRACT MANAGEMENT COMMAND**  
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FT. BELVOIR, VIRGINIA 22060-6221

**JUL 11 1997**

IN REPLY  
REFER TO AQACP

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT DISTRICT  
EAST  
COMMANDER, DEFENSE CONTRACT MANAGEMENT DISTRICT  
WEST

SUBJECT: Automated Metric System (AMS) Increment 1, 2 and 3  
Initial Operational Capabilities Deployment

The AMS is now ready to be deployed to all Contract Administration Offices (CAO). Accordingly, District Commanders will ensure that the AMS is deployed to their CAOs immediately with full use by July 31, 1997. After installation, CAOs must fully incorporate AMS data input into their daily operations and enter data into the various process oriented screens.

The CAO Computer Specialists can download the Installation Instructions and AMS application from the Headquarters DCMC Server (IP address 160.147.213.30) in the Metrics/AMSET subdirectory. The AMS software should be operated from the Local Area Network Application Server. CAO Computer Specialists should coordinate the installation of the AMS software (Version 2.0 of May 28, 1997) with District Computer Personnel.

The AMS software provides the capability of entering process oriented data into a data base. The AMS application is used for "input only." The Cognos PowerPlay and Impromptu tools are needed to view the data. PowerPlay (Version 5.01.D14) and Impromptu (Version 3.5.39) were provided to the Districts in January and should have been operational by March 31, 1997. District Commanders will ensure that the installation of the Cognos tools is complete at all CAOs.

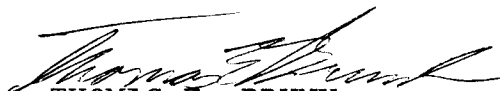
Access to the AMS must be controlled following ADP security procedures and guidance in the AMS Administration User Guide. Since the CAOs will be adding a large number of new users, District Commanders are requested to assign AMS User Access input a high priority.

The Performance Improvement Officers (PIOs) and AMS Process Owners should review the AMS Users Guide and the AMS Administration Users Guide. These documents are on the DCMC Homepage in the Metrics Users Guide section under Reference

Material, and are also on the Headquarters DCMC Server in the Metrics/AMSET sub-directory. They can be file transferred to CAO personnel. The first nine sections of each document contains general information on how to operate the AMS. The subsequent chapters give detailed information about how to use specific process oriented screens.

The District and CAO lead for the operation of the AMS is the PIO. Technical issues such as installation, hardware operation and communications are the responsibility of the local CAO and District Computer Specialists. Issues involving the functional operation of the individual applications within the AMS are the responsibility of the respective DCMC Headquarters process owners (Attachment 1). Problems concerning the operation of the AMS should be addressed in an electronic mail message to Mr. Richard Lundy (richard\_lundy@hq.dla.mil) following the format provided in Attachment 2.

Please direct questions of a general nature to the AMS Program Manager, Mr. Joseph F. Petrucelli, AQBC, DSN 427-2426, Commercial (703) 767-2426, and internet joe\_petrucelli@hq.dla.mil.



THOMAS E. BRUNK  
Executive Director  
Operational Assessment  
and Programming

Attachments

List of Process Owners of AMS Increments 1, 2 and 3 Applications

Performance Improvement (Metrics) Joe Petrucelli (703) 767-2426

Increment 1:

Pre-Award Survey	LtCol Luc DeGrate	(703)	767-3375
Pricing and Negotiations	Dave Ricci	(703)	767-3376
Forward Pricing	Marolyn Russell	(703)	767-8145
Overhead Negotiations	Glenn Gulden	(703)	767-3406

Increment 2:

Early CAS	Dave James	(703)	767-3378
FEDCAS	Alyce Sullivan	(703)	767-2433
Process Improvements	Bob Kennedy	(703)	767-3409
Flight Operations	CDR Kevin Holland	(703)	767-3428
Mishaps	CDR Kevin Holland	(703)	767-3428
Flight OPS Surveys	CDR Kevin Holland	(703)	767-3428
Program Integration	LTC Mitchell Liakos	(703)	767-2384
Trailer Cards	LTC Mitchell Liakos	(703)	767-2384
Contingency CAS	LTC Walter Katayama	(703)	767-2356
Right Item (Conforming Items)	Georgeanna Adams	(703)	767-3398

Increment 3:

Contractor Cost			
Estimating System	Faye Turner	(703)	767-3434
Loss, Damage and Destruction	Loretta Bowman	(703)	767-3439
Contractor Performance			
Measurement	Barry Schuler	(703)	767-3368

**E-Mail Problem Report Form**

..... Standard Message Header .....

Author: Name of functional User

Date: MM/DD/YY HH:MM

Priority: Routine

To: richard\_lundy@hq.dla.mil

To: lawrence\_gamble@hq.dla.mil

Subject: AMS Increment 1 and 2 ET Problem Report

..... Message Contents .....

User ID:

Location:

Functional Area:

Telephone Nr:

Date Problem Found:

Time of Day (EDT):

Nature of Problem: (To the best of your knowledge indicate: Functional, System, Application, Data Base, Communications)

Description of Problem: (Describe problem as best you can. Attach screen prints in zipped MS Word files when it helps you with your problem description. Each problem message should contain only one problem description. If your problem is technical verify that the problem is no a local issue with your LAN Administrator.)

Recommendation: (Include a recommendation when its meaning full)

(End of Problem Report)

..... First Endorsement .....

(This Section is to be filled out by the Test Commander)

Nature of Problem:

Category Assigned:

Problem Number:

Action Assigned to:

Due Date Requested:

Comments:

(End of First Endorsement)

..... Second Endorsement .....

(This Section is to be completed by DSDC (Technical Issues) or HQ Performance Team (Functional Issues))

Evaluation:

Assigned to: (Contractor, District, Headquarters Functional Lead)

Response Due Date:

(End of Second Endorsement)

..... Third Endorsement .....

(HQ Process Owners /Contractor/District Response)

Evaluation:

Recommendation:

Attachment 2